

## Who we are:

The Office of Criminal Justice Programs (OCJP) is a strategic planning agency that secures, distributes and manages federal and state grant funds for Tennessee. OCJP collaborates with other public and non-profit agencies to utilize these grant monies to support innovative projects statewide in efforts to reduce criminal activity, provide services for victims of crime and promote overall enhancement of the criminal justice system in Tennessee.

## What we do:

- Technical Assistance
- Training
- Strategic Planning
- Interagency Collaboration
- Research
- Assessments
- Program Facilitation
- Program Development
- Program Administration

## How you make a difference in this role:

As a OCJP Intern you will have the opportunity to support OCJP initiatives through experiential learning opportunities and projects.



### **Student Intern Office of Criminal Justice Programs** 312 Rosa L. Parks Ave, Nashville, TN 37203 No Compensation

## Overview

Come support the Office of Criminal Justice Programs (OCJP) through Tennessee Leaders of Tomorrow Internship Program! An internship with OCJP is designed to allow students to experience different aspects of the criminal justice system and how criminal justice and victim service initiatives are developed, implemented, and managed by utilizing Federal and State funding sources through programmatic oversight. This is an opportunity to expand your knowledge of victim services and the criminal justice system!

We are accepting applications from students in an accredited degree programs seeking a Bachelor's or Master's degree in Criminal Justice. Applicants must also be eligible and enrolled in their college or universities internship program during the dates of the internship. OCJP has up to four fall internship opportunities.

## Responsibilities:

The OCJP Program Intern(s) will support OCJP Program Managers by assisting in monitoring, strategic planning, and other programmatic oversight duties. Interns will be assigned a project to complete during their internship. Duties may include the following:

- Data collection, analysis, and review
- Monitoring site visits, strategic planning meetings, and conference attendance
- Assist Program Managers and agencies with technical assistance and other programmatic support opportunities

## Preferred Qualifications:

- Major in Criminal Justice or related degree.
- Minimum GPA 2.5.
- To be considered for this position you must submit a Resume, Cover Letter, and Transcripts:
  - Your Cover Letter must answer the following questions:
    - What are your career interests?
    - What do you hope to gain from an internship with OCJP?
  - You must attach your transcripts to your application. These are used to verify your current education status. Unofficial transcripts are acceptable and must be in Word or PDF form.

## Performance Expectations:

The majority of this position will be in an office environment working at a computer. During this internship there will be opportunities to shadow Program Managers during programmatic monitoring and technical assistance site visits and/or attend conferences as available. All interns are expected to maintain professionalism and composure during these opportunities. Interns are expected to report to work each

day as assigned by the Internship Supervisor and complete all required DoHR trainings.

**Questions:**

For questions please email [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov)

**Application Checklist:**

- Completed Application
- Resume
- Cover Letter
- Two letters of recommendation
- Transcripts
- DD214 (for Veterans)

**Failure to follow these instructions as described above will disqualify your application. We will not consider incomplete or late applications.**

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*